

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security), for Attention: Mr. V. Fredericks or email to vfredericks@ncpg.gov.za
- CLOSING DATE** : 31 December 2021
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by copies of qualifications (only shortlisted applicants will be required to produce certified copies of qualifications) as well as a comprehensive CV in order to be considered. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level

**MANAGEMENT ECHELON**

- POST 44/235** : **HEAD OF DEPARTMENT: DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON REF NO: HOD/DTSL/12/2021**  
(Five-year employment contract)
- SALARY** : R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Transport,

<b><u>DUTIES</u></b>	:	<p>Safety and Liaison the incumbent will function as the Head of Department with the following main functions.</p> <p>Promote and enhance road safety and ensure the implementation of traffic and transport strategies; Ensure the development of transport plans and maintenance of transport infrastructure; Accelerate the process of issuing the Operator license and permits as per the regulation; Improve Traffic and Public transport law enforcement service on roads through high visibility operations; Ensure the Implementation of road safety campaigns and awareness programmes; Ensure compliance on Law administration and licensing service; Ensure the provisioning of integrated crime prevention initiatives for safer communities; Strengthen coordination and monitoring of compliance in the provisioning of transport operations and transport regulations in the districts; Increase adherence to the statutory requirements and enhance status of compliance and service delivery at police stations; Strengthen relations between communities and police; Oversight management of policing research and information management to influence policy changes; Ensure provisioning of the administration support for civilian secretariat of police Inherent responsibilities as Head of Department: Responsibilities: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.</p>
<b><u>ENQUIRIES</u></b>	:	Mr. J. Bekebeke Tel No: 053 838 2950
<b><u>POST 44/236</u></b>	:	<b><u>HEAD OF DEPARTMENT: DEPARTMENT OF HEALTH REF NO: HOD/DOH/12/2021</u></b> (Five-year employment contract)
<b><u>SALARY</u></b>	:	R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Health the incumbent will function as the Head of Department with the following main functions.
<b><u>DUTIES</u></b>	:	Ensuring access to quality and specialized hospital services and the rendering of optimally responsive Emergency Medical Services within the Northern Cape Province; rendering of District Health Services (DHS) and strategic health programmes (includes HIV/AIDS, STI, TB and Maternal and Child health care) within the Northern Cape Province; Ensure the provisioning of clinical tools to selected PHC facilities to enhance ideal status; Accelerate the implementation of the HIV and Aids plan through the management of HIV preventative incidents; Ensure improvement in the management of HIV, TB co-infection, as well as accelerate the implementation of the TB crisis plan; provide strategic leadership in terms of the management of health sciences and training within the Northern Cape Province; Improve human resources for health on the basis of the strategy for human resources for Health; Setting the strategic focus of

the Northern Cape Department of Health (organisational visioning and direction setting); Providing requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Health (Leading the organisation); Ensuring that sound people and financial management practices are adhered to within the Northern Cape Department of Health; Championing change within the Northern Cape Department of Health; Evaluating the performance of Northern Cape Department of Health on a continuous basis, against pre-determined key measurable objectives and standards; Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation, as well as reflecting that the Department has sufficient internal controls in place; Developing and implementing an effective and efficient supply chain management system for the Northern Cape Department of Health; Developing and implementing an effective and efficient diversity management system within the Northern Cape Department of Health; Ensuring integrated governance in terms of the services and functions of the Northern Cape Department of Health; Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Health; Ensuring adherence to the MISS by the Northern Cape Department of Health; Ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships; Management and rendering an IT and Information Systems; Management and coordination of policy, planning, risk and internal control services; Facilitate the establishment of risk management capacity in the department; Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; Ensure operational efficiencies and strategic outputs of the Department; Ensure the security threat and risk assessment is conducted for the Department; and to ensure the development and implementation of an Internal Security Policy. Inherent responsibilities as Head of Department: Responsibilities: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

- ENQUIRIES** : Mr. J. Bekebeke Tel No: 053 838 2950
- POST 44/237** : **HEAD OF DEPARTMENT: PROVINCIAL TREASURY REF NO: HOD/PT/12/2021**  
(Five-year employment contract)
- SALARY** : R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)
- CENTRE** : Kimberley
- REQUIREMENTS** : A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Finance, Economic Development and Tourism the incumbent will function as the Head of Department with the following main functions.

**DUTIES**

: Preparing the Provincial Budget; Exercising control over the implementation of the Provincial Budget; Promoting and enforcing transparency and effective management in respect of revenue, expenditure, assets and liabilities of the Provincial Government, State Institutions and Public Entities; Developing and implementing Fiscal Policies that are consistent with National Macroeconomic and Fiscal objectives; Enforcing the implementation of National and Provincial Treasury norms and standards, including prescribed procurement systems, standards and Generally Recognised Accounting Practice, uniformly classified systems, provisioning, banking, cash management and investment framework policies; Implementing Treasury norms and standards provided for in the Public Finance Management Act (PFMA); Complying with the annual Division of Revenue Act (DORA), monitoring and assessing the implementation of that Act in public entities; Supporting Provincial Government Institutions and Public Entities to build capacity for efficient, effective, and transparent financial management and internal control; Inspecting any system of financial management and internal control applied by Provincial Government Institutions; Intervening by taking appropriate steps to address serious and persistent material breaches of the PFMA by a provincial department or public entity, including the withholding of funds; Implementing Treasury norms and standards provided for in the Municipal Finance Management Act (MFMA); Issuing provincial instructions which are consistent with the PFMA and MFMA; Monitoring compliance with the MFMA by municipalities within the Northern Cape Province; Monitoring the preparation of municipal budgets by municipalities within the Northern Cape Province; Supporting Municipalities to implement the MFMA; and intervening in Municipalities that fail to implement their core mandate. Inherent responsibilities as Head of Department: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

**ENQUIRIES**

: Mr. J. Bekebeke Tel No: 053 838 2950

**POST 44/238**

: **HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT**  
**REF NO: HOD/DSD/12/2021**  
(Five-year employment contract)

**SALARY**

: R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

**CENTRE**  
**REQUIREMENTS**

: Kimberley  
: A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Social Development the incumbent will function as the Head of Department with the following main functions.

**DUTIES**

: Enhance protection against vulnerability (older persons, disability, veterans, children) by creating an enduring environment for the provision of a comprehensive integrated sustainable social development service; Ensure the provisioning of family preservation services to promote healthy families;

Improve the state of society as a whole by identifying issues that prevent it from advancing and developing innovative ways of addressing those issues; Ensure the implementation and management of programmes relating to prevention, treatment and after care services for substance abuse; Ensure improvement in the management of HIV and AIDS prevention, care and support services; Ensure the implementation of the social crime prevention and victim empowerment support programmes; Enhance food security, material assistance to communities and empower communities to play the leading role in their own communities; Ensure the implementation of youth development strategies and programmes in different sectors within society to empower young people to become self-reliant; Creating opportunities for unemployed youth by ensuring the Implementation of the EPWP programmes across the social sector; Provisioning of sustainable developmental programmes which facilitates empowerment to communities based on empirical research and demographic information; Ensure the implementation of the information Education and Communication strategy (IEC) to promote population policy; Strengthen coordination in the provisioning of social welfare, community development and corporate services in the districts; Improve compliance on the PFMA Act, Regulations and Non-profit act to enable non-profit organisations to provide services as guided by the specifications plan Inherent responsibilities as Head of Department: Responsibilities: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

**ENQUIRIES** : Mr. J. Bekebeke Tel No: 053 838 2950

**POST 44/239** : **HEAD OF DEPARTMENT: DEPARTMENT OF SPORT, ARTS AND CULTURE REF NO: HOD/DSAC/12/2021**  
(Five-year employment contract)

**SALARY** : R1 521 591 per annum, (All-inclusive remuneration package), (All inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

**CENTRE REQUIREMENTS** : Kimberley  
A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development oriented service delivery in pursuit of the National Development Plan and the Medium Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province. Competencies: Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest level of service delivery. Excellent problem solving and analysis, people management and empowerment skills. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Honesty, integrity, analytical thinking and research. A valid driver's license and computer skills, advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM policy framework, Public Service Act and Regulations is a further prerequisite. Reporting to the MEC of Sport, Arts and Culture the incumbent will function as the Head of Department with the following main functions.

**DUTIES** : Accelerate the transformation of arts, culture and language services through the development of visual arts, crafts and performing arts; Ensure the promotion of respect for cultural diversity and the advancement of artistic disciplines into viable industries; Ensure the provisioning of language service which fosters multilingualism through the promotion of specific activities i.e translators, language training, interpreting services and literary exhibitions; Providing requisite leadership in the planning of commemoration and celebration of national and historic days; Ensure the promotion and preservation of heritage resources by establishing and managing museums; Ensure the provisioning of

library and information services which are free and accessible to communities in the Northern Cape; Provision of provincial archive and repository services; Ensuring compliance by departments, municipalities and all statutory bodies in the preservation of all public and non-public records in the province; Ensure the improvement in the management of provincial records and library resources; Increase participation and excellence in sports by establishing and providing institutional support and physical structures; Ensure active participation, development and training of learners and educators through sport and recreation programmes; Promote physical active life style by providing sustainable mass participation opportunities across all age spectrum. Inherent responsibilities as Head of Department: Responsibilities: Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to: Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years; Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Monitor and ensure compliance with all applicable legislation; Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

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